



# MEMORANDUM

## Office of Governance and Management

DATE: August 6, 2009

TO: Design Commission

FROM: Laura Bridges-Shepard, Communications Manager

SUBJECT: Strategic Communications Plan

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Communications and Community Outreach is currently conducting research to help develop a strategic communications plan for the City.

As part of the plan's research and development I am conducting a communications audit that will gauge the effectiveness of current communications tools and processes, expose any gaps, and identify strengths. This audit includes meeting with stakeholders to discuss communications. The meetings have been conducted as focus groups which is why the questions are not available in advance of the meeting.

To date, I have met with City Councilors, city staff, and a few Council/Citizen Advisory committees. Because of the make up and breadth of experience on the Design Commission I am grateful for the opportunity to take this group through this exercise.

I would be happy to answer any questions in advance of the meeting. I can be reached at 503-618-2247.

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Erik Kvarsten, City Manager

Phone: (503) 618-2346

**EMPLOYEE VALUES:**

*Quality*

*Integrity*

*Respect*